UNITED NATIONS

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Secretariat

ST/SGB/271
29 July 1994

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: REORGANIZATION OF THE DEPARTMENT OF ADMINISTRATION AND MANAGEMENT

1. Following the approval by the General Assembly of the reorganization of the Department of Administration and Management, by its decision 48/491 of 14 July 1994, the structure of the Department will comprise the Under-Secretary-General for Administration and Management supported by three Assistant Secretaries-General for Human Resources Management; Conference and Support Services; and Programme Planning, Budget and Accounts, respectively.

2. At the highest level, the consolidated Office of the Under-Secretary-General will include the Under-Secretary-General and the three assistant secretaries-general, with supporting staff. In addition to assisting the Under-Secretary-General in overall policy-making as members of his immediate office, the three assistant secretaries-general will serve as operational managers in their respective areas.

3. The Assistant Secretary General for Human Resources Management will serve as manager for personnel administration, resource identification and planning and career management and development. Effective immediately, references to the Director of Personnel in all current administrative issuances should be considered as amended to reflect the new designation.

4. The Assistant Secretary-General for Conference and Support Services, in addition to managing conference services and support services, will carry out the function of United Nations Security Coordinator. References to the Director of General Services in all current administrative issuances should be considered as amended to reflect the new designation.

5. In that connection, the following appointments have been made, effective 15 July 1994:

(a) Mr. Denis J. HALLIDAY, Assistant Secretary-General for Human Resources Management;

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(b) Mr. Benon V. SEVAN, Assistant Secretary-General for Conference and Support Services, United Nations Security Coordinator;

(c) Mr. Yukio TAKASU, Assistant Secretary-General for Programme Planning, Budget and Accounts, Controller.

6. Bulletins ST/SGB/254 to 256, 260 and 261 are hereby superseded.

7. A revised description of the functions and organization of the Department of Administration and Management will be issued for incorporation in the Organization Manual (ST/SGB/Organization) in due course.

Boutros BOUTROS-GHALI
Secretary-General

UNITED NATIONS **ST**

Secretariat

ST/SGB/271*
5 August 1994

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: REORGANIZATION OF THE DEPARTMENT OF ADMINISTRATION AND MANAGEMENT

1. Following the approval by the General Assembly of the reorganization of the Department of Administration and Management, by its decision 48/491 of 14 July 1994, the structure of the Department will comprise the Under-Secretary-General for Administration and Management supported by three Assistant Secretaries-General for Human Resources Management; Conference and Support Services; and Programme Planning, Budget and Accounts, respectively.

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* Reissued for technical reasons.

5. The Assistant Secretary-General for Programme Planning, Budget and Accounts will exercise managerial responsibilities in these interrelated areas of finance, and will also have the title of Controller.

6. In that connection, the following appointments have been made, effective 15 July 1994:

(a) Mr. Denis J. HALLIDAY, Assistant Secretary-General for Human Resources Management;

(b) Mr. Benon V. SEVAN, Assistant Secretary-General for Conference and Support Services, and United Nations Security Coordinator;

(c) Mr. Yukio TAKASU, Assistant Secretary-General for Programme Planning, Budget and Accounts, Controller.

7. Bulletins ST/SGB/254 to 256, 260 and 261 are hereby superseded.

8. A revised description of the functions and organization of the Department of Administration and Management will be issued for incorporation in the Organization Manual (ST/SGB/Organization) in due course.

Boutros BOUTROS-GHALI
Secretary-General

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Secretariat

ST/SGB/272
9 August 1994

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: SECURITY OF INFORMATION*

1. Most United Nations information is available to the Member States, managers and staff of the Organization and the general public. This is consistent with the Organization's commitment to transparency in the way that its business is undertaken. However, the United Nations functions in a number of areas, most particularly in peace-keeping and peacemaking, political affairs and in all matters related to the security of personnel and installations, in which absolute confidentiality and discretion are essential.

2. All staff members are required, under staff regulation 1.5, to "exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position that has not been made public, except in the course of their duties or by authorization of the Secretary-General. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat."

3. I appreciate that the great majority of staff members are both aware of these provisions and respect them. However, I want to remind all staff of their obligations in regard to security of information under the staff regulations, and their personal responsibility for the proper protection of information which they may be called upon to handle in the course of their duties. Heads of department or mission are responsible for ensuring the safe custody of sensitive information communicated to them, and for ensuring that appropriate security measures are in place to protect vulnerable communications links, such as telephone or facsimile equipment and computer systems.

* Personnel Manual index No. 1060.

4. Guidelines and standards for transmitting and protecting sensitive information entrusted to or originating from the United Nations will shortly be issued. In the meantime, all responsible officials should review existing arrangements within their department or office to ensure that all staff understand the need for the utmost discretion and that appropriate security measures are in place.

(Signed) Boutros BOUTROS-GHALI
Secretary-General